



County of Los Angeles  
**CHIEF ADMINISTRATIVE OFFICE**

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DAVID E. JANSSEN  
Chief Administrative Officer

Board of Supervisors  
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Fifth District

January 9, 2007

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**COUNTYWIDE CLASSIFICATION ACTIONS  
(ALL DISTRICTS - 3 VOTES)**

**IT IS RECOMMENDED THAT YOUR BOARD:**

Approve the accompanying ordinance amending Title 6, Salaries, of the County Code to add nine (9) new classifications, to delete two (2) non-represented classifications, to change the salary of one unclassified position, to implement the results of classification studies, and to make various technical corrections.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Your Board has requested submission of classification letters on a periodic basis throughout the year to facilitate consideration of classification recommendations in a timely manner. Approval of these recommendations will provide the ordinance authority for County departments to implement the classification recommendations in this letter.

**Implementation of Strategic Plan Goals**

Approval of the accompanying ordinance will further the County Strategic Plan, Organization Effectiveness Goal, to achieve departmental operational needs and to maintain consistency in personnel practices throughout the County.

These recommendations will ensure the proper classification and compensation of positions based upon the duties and responsibilities assigned to these jobs as performed by the incumbents (Attachments A and B). This is a primary goal of the County's classification system and a means for the appropriate classification and compensation of the County workforce. Positions reclassified upward, downward, and laterally are consistent with the class concepts of the proposed classifications. These actions are recommended based upon accepted principles of classification, and are important in addressing departmental operational needs and in maintaining consistency in personnel practices throughout the County. The proper classification and compensation of positions and employees facilitates good business operations, and can reduce the number of costly personnel-related problems.

#### **FISCAL IMPACT/FINANCING**

The projected budgeted net County cost resulting from this action is \$183,085 annually based upon salaries as of October 1, 2006. Incumbents of filled positions promoted as a result of upward reclassifications generally receive increases ranging from 5.5 to 10 percent. Cost of increases associated with upward reclassification actions and compensation changes will be absorbed within the Board's adopted budget for each affected department. No additional funding is required.

#### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

##### **New Classes**

Nine (9) new classes are being created in the County's classification system to better serve departmental needs (Attachment A).

##### **Deleted Classes**

Two (2) non-represented vacant and obsolete classifications are being recommended for deletion consistent with the Chief Administrative Office (CAO) strategy to reduce the overall number of County classes (Attachment A). The affected department has been informed of and has consented to the deletion.

##### **Salary Change**

The salary for one unclassified position in the Department of Children and Family Services is being recommended for change to reflect the expanded duties and responsibilities which have resulted from a departmental reorganization.

#### Reclassification

There are 86 positions in seven (7) departments being recommended for reclassification (Attachment B). The duties and responsibilities assigned to these positions have changed since the original allocations were made. The positions would be more appropriately classified to the recommended classes.

#### Technical Corrections

Various technical corrections to existing County classes are being recommended in conjunction with the Memorandum of Understanding/Fringe Benefits letter which was approved by your Board on November 21, 2006. These changes include corrections to salaries, classification listings, and salary tables, and a change to the item numbers for Marshal's classes for payroll purposes.

#### Authority

The County Charter authorizes the establishment and maintenance of "a classification plan and the classification of all positions." This responsibility is further delineated in Civil Service Rule 5.

#### Approvals

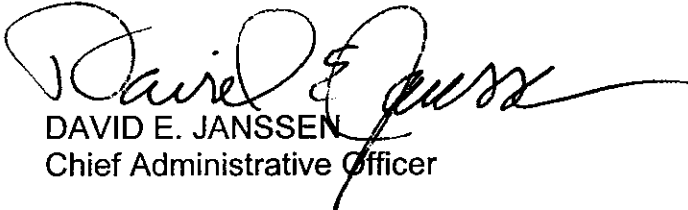
- Appropriate consultations have been conducted with the impacted employee organizations.
- The accompanying ordinance implementing amendments to Title 6, Salaries, of the County Code has been approved as to form by County Counsel.

The Honorable Board of Supervisors  
January 9, 2007  
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**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Your approval of these classification recommendations will enhance the operational effectiveness of the departments through proper classification of positions and employees.

Respectfully submitted,



DAVID E. JANSSEN  
Chief Administrative Officer

DEJ:SRH:WGL  
PHG:VMH:mst

Attachments (2)

c: Director of Personnel  
Executive Officer, Board of Supervisors  
County Counsel  
Auditor-Controller  
Affected Departments

**ATTACHMENT A****CLASSES RECOMMENDED FOR ADDITION**

Benefit designations are being shown for information only and are not part of the County Code. Savings Plan designees are also recommended to be designated as eligible for the Flexible Benefit Plan.

| <b>Savings/<br/>Health Plan</b> | <b>Item<br/>No.</b> | <b>Title</b>  | <b>Salary Schedule<br/>&amp; Level</b> |      |
|---------------------------------|---------------------|---|--|------|
| Savings                         | 4630                | Administrator, College of Nursing and Allied Health                 | N23                                    | R14  |
| Savings                         | 4456                | Assistant Administrator, Regional Planning                          | N2                                     | 103H |
| Choices                         | 6502                | Assistant Elevator Mechanic   |  | 73F  |
| Savings                         | 3574                | Chief, Clinical Engineering, Medical Center                         |  | 98H  |
| Savings                         | 9105                | Executive Assistant, Children and Family Services (UC)              | N23                                    | R12  |
| Options                         | 9027                | Genetic Counselor   |  | 90H  |
| Savings                         | 5005                | Public Health Laboratories Assistant Director                       |  | 101F |
| Savings                         | 2577                | Section Manager, Information Technology Communications Systems, ISD |  | 98K  |
| Options                         | 2931                | Youth Programs Specialist, Ocean Lifeguards                         |  | 84L  |

### NON-REPRESENTED CLASSES RECOMMENDED FOR DELETION

| Item No. | Title   |
|----------|---|
| 9650     | Assistant Head, Fiscal & Administrative Services, Marshal |
| 8623     | Chief Deputy Probation Officer                            |

### UNCLASSIFIED POSITION RECOMMENDED FOR SALARY CHANGE

| Item No. | Title   | Current Salary Schedule & Level | Proposed New Salary Schedule & Level |
|----------|---|---------------------------------|--------------------------------------|
| 9109     | Senior Deputy Director, Children and Family Services (UC) | N23 R15                         | N23 R16                              |

### TECHNICAL CORRECTIONS

#### REPRESENTED CLASSES TO DELETE ONLY FROM COUNTY CODE SECTION 6.28.050 (TO RETAIN IN THE CLASSIFICATION PLAN AND CWTAPPS)

| Item No. | Title                            |
|----------|----------------------------------|
| 0411     | Account Clerk I, LACERA          |
| 0412     | Account Clerk II, LACERA         |
| 0415     | Accountant, LACERA               |
| 0417     | Accounting Officer I, LACERA     |
| 0418     | Accounting Officer II, LACERA    |
| 0413     | Accounting Technician I, LACERA  |
| 0414     | Accounting Technician II, LACERA |

| Item No. | Title                                       |
|----------|---|
| 0419     | Administrative Services Analyst I, LACERA   |
| 0420     | Administrative Services Analyst II, LACERA  |
| 0421     | Administrative Services Analyst III, LACERA |
| 0456     | Assistant Data Systems Analyst, LACERA      |
| 0428     | Clerk, LACERA                               |
| 0457     | Data Systems Analyst I, LACERA              |
| 0458     | Data Systems Analyst II, LACERA             |
| 0471     | Document Processing Assistant, LACERA       |
| 0472     | Document Processing Coordinator, LACERA     |
| 0451     | EDP Programmer Analyst, LACERA              |
| 0452     | EDP Senior Programmer Analyst, LACERA       |
| 7956     | Graphic Artist, LACERA                      |
| 0429     | Intermediate Clerk, LACERA                  |
| 0443     | Intermediate Stenographer, LACERA           |
| 0432     | Intermediate Supervising Clerk, LACERA      |
| 0445     | Intermediate Typist Clerk, LACERA           |
| 0461     | Messenger Driver, LACERA                    |
| 0433     | Payroll Clerk I, LACERA                     |
| 0467     | Procurement and Supply Clerk, LACERA        |
| 0463     | Procurement Assistant I, LACERA             |
| 0464     | Procurement Assistant II, LACERA            |
| 0466     | Receptionist, LACERA                        |
| 1309     | Retirement Benefits Specialist I            |
| 1310     | Retirement Benefits Specialist II           |
| 1311     | Retirement Benefits Specialist III          |

| Item No. | Title  |
|----------|--|
| 0438     | Secretary, LACERA                              |
| 0416     | Senior Accountant, LACERA                      |
| 0430     | Senior Clerk, LACERA                           |
| 0468     | Senior Procurement Supply Clerk, LACERA        |
| 1312     | Senior Retirement Benefits Specialist          |
| 0455     | Senior Systems Aid, LACERA                     |
| 0446     | Senior Typist-Clerk, LACERA                    |
| 0426     | Staff Assistant I, LACERA                      |
| 0427     | Staff Assistant II, LACERA                     |
| 0422     | Supervising Administrative Assistant I, LACERA |
| 0431     | Supervising Clerk, LACERA                      |
| 0462     | Supervisor, Mail & Delivery Service, LACERA    |
| 0454     | Systems Aid, LACERA                            |
| 0444     | Typist Clerk, LACERA                           |
| 0447     | Word Processor I, LACERA                       |
| 0448     | Word Processor II, LACERA                      |



### CLASSES RECOMMENDED FOR SALARY CORRECTION

| Item No. | Title   | Salary Schedule & Levels                             |                      |                                  | Recommended Correction to Salary Schedule & Level    |                      |                                  |
|----------|---|--|----------------------|----------------------------------|--|----------------------|----------------------------------|
|          |   |  |                      |                                  |  |                      |                                  |
| 2437     | Head Fire Dispatcher                                | 07/01/2007<br>01/01/2008<br>07/01/2008<br>01/01/2009 | NN<br>NN<br>NM<br>NM | 84J<br>85K<br>85K<br>86L         | 08/01/2007<br>08/01/2008                             | 85K<br>86L           |                                  |
| 9232     | Paralegal   | 01/01/2006   | NW                   | 76K                              | 01/01/2006<br>10/01/2006                             | NW<br>NW             | 76K<br>78D                       |
| 5133     | Registered Nurse I                                  | 11/21/2006   | N21                  |                                  | 11/28/2006   | N21                  |                                  |
| 5139     | Registered Nurse I, Sheriff                         | 11/21/2006   | N21                  |                                  | 11/28/2006   | N21                  |                                  |
| 5134     | Registered Nurse II                                 | 11/21/2006   | N21                  |                                  | 11/28/2006   | N21                  |                                  |
| 5140     | Registered Nurse II, Sheriff                        | 11/21/2006   | N21                  |                                  | 11/28/2006   | N21                  |                                  |
| 5135     | Registered Nurse III                                | 11/21/2006   | N21                  |                                  | 11/28/2006   | N21                  |                                  |
| 5141     | Registered Nurse III, Sheriff                       | 11/21/2006   | N21                  |                                  | 11/28/2006   | N21                  |                                  |
| 9233     | Senior Paralegal                                    | 01/01/2006   | NX                   | 78K                              | 01/01/2006<br>10/01/2006                             | NX<br>NX             | 78K<br>80D                       |
| 2482     | Student Professional Worker, Information Technology | 07/01/2007<br>01/01/2008<br>07/01/2008<br>01/01/2009 | NN<br>NN<br>NM<br>NM | 16.88<br>17.39<br>17.39<br>17.91 | 07/01/2007<br>01/01/2008<br>07/01/2008<br>01/01/2009 | FH<br>FH<br>FH<br>FH | 17.34<br>17.86<br>18.35<br>18.90 |

| Item No. | Title                                  | Salary            |    |       | Recommended          |    |       |
|----------|--|-------------------|----|-------|----------------------|----|-------|
|          |  | Schedule & Levels |    |       | Correction to Salary |    |       |
| 2481     | Student Worker, Information Technology | 07/01/2007        | NN | 13.96 | 07/01/2007           | FH | 14.34 |
|          |  | 01/01/2008        | NN | 14.38 | 01/01/2008           | FH | 14.77 |
|          |  | 07/01/2008        | NM | 14.38 | 07/01/2008           | FH | 15.18 |
|          |  | 01/01/2009        | NM | 14.81 | 01/01/2009           | FH | 15.64 |
| 9234     | Supervising Paralegal                  | 01/01/2006        | NX | 82K   | 01/01/2006           | NX | 82K   |
|          |  |                   |    |       | 10/01/2006           | NX | 84D   |

### CLASSES RECOMMENDED FOR ITEM NUMBER CHANGE

| Current Item No. | New Item No. | Title                         |
|------------------|--------------|-------------------------------|
| 9636             | 2747         | Deputy Clerk, Custody Officer |
| 9625             | 2746         | Deputy Marshal, Matron        |
| 9646             | 2132         | Management Secretary, Marshal |
| 9635             | 2463         | Marshal's Dispatcher I        |

**ATTACHMENT B**

**RECOMMENDATIONS FOR POSITION RECLASSIFICATION**

**DEPARTMENT OF CHILDREN AND FAMILY SERVICES**

| <b>Number of Positions</b> | <b>Present Classification and Salary</b>   | <b>Classification Findings and Salary</b>   |
|----------------------------|--|---|
| 1                          | Assistant Division Chief, Children and Family Services<br>N23 R11<br>Non-Represented | Division Chief, Children and Family Services<br>N23 R12<br>Non-Represented              |
| 1                          | Deputy Director, Children and Family Services (UC)<br>N23 R14<br>Non-Represented     | Senior Deputy Director, Children and Family Services (UC)<br>N23 R16<br>Non-Represented |
| 1                          | Executive Assistant, Children and Family Services<br>N23 R10<br>Non-Represented      | Executive Assistant, Children and Family Services (UC)<br>N23 R12<br>Non-Represented    |
| 3                          | Intermediate Typist-Clerk<br>NV 60H<br>Represented                                   | Secretary III<br>NV 69F<br>Represented  |
| 26                         | Secretary II<br>NV 67F<br>Represented  | Senior Typist-Clerk<br>NV 65B<br>Represented  |
| 1                          | Secretary II<br>NV 67F<br>Represented  | Warehouse Worker I<br>65E<br>Represented  |
| 7                          | Secretary IV<br>NV 71F<br>Represented  | Secretary III<br>NV 69F<br>Represented  |
| 1                          | Senior Management Secretary II<br>83H<br>Non-Represented                             | Senior Secretary III<br>77H<br>Non-represented  |
| 1                          | Senior Management Secretary IV<br>87H<br>Non-Represented                             | Senior Management Secretary III<br>85H<br>Non-Represented                               |

# **DEPARTMENT OF CHILDREN AND FAMILY SERVICES (cont'd)**

| <b>Number of Positions</b> | <b>Present Classification and Salary</b>      | <b>Classification Findings and Salary</b>      |
|----------------------------|---|--|
| 1                          | Senior Secretary I<br>73H<br>Non-Represented  | Secretary III<br>NV 69F<br>Represented         |
| 4                          | Senior Secretary IV<br>79H<br>Non-Represented | Senior Secretary II<br>75H<br>Non-Represented  |
| 22                         | Senior Secretary IV<br>79H<br>Non-Represented | Senior Secretary III<br>77H<br>Non-Represented |

The Assistant Division Chief, Children and Family Services (CFS) reports to a Deputy Director, CFS and is assigned to the Finance Bureau to manage, through subordinate supervisors, the following sections: Accounting Services, Revenue and Special Projects, Budget Status Reports/Expenditures, and Contracts/Fiscal Monitoring and Special Payments. The specific responsibilities assigned to these sections include budget preparation and forecasting, oversight of capital projects, intra-fund transfers, services and supplies, and other charges, contract monitoring, revenue management, and accounts receivable. Based upon the assigned responsibilities, the position meets the allocation standards for Division Chief, CFS, a class which directs the activities of a major administrative operational area such as budget and finance. Based upon the current scope of responsibility and organizational structure, upward reclassification is recommended to Division Chief, CFS.

The subject Deputy Director, CFS (UC) position reports to the Director of Children and Family Services and is responsible for directing, through subordinate Deputy Directors, the operations and activities of a variety of countywide children and family services programs. The position's scope and level of operational responsibility has grown significantly due to changes in the department's management reporting relationships, and are more consistent with the allocation standards for the Senior Deputy Director, CFS (UC), a position which has overall responsibility for directing the services to children and their families. In recognition of these increased responsibilities and the regulatory and legislative environment in which the position is required to function, we recommend upward reclassification to Senior Deputy Director, CFS (UC).

The Executive Assistant, Children and Family Services position reports to the department director. As a result of the current departmental reorganization, the scope of responsibilities and complexity of duties for the subject position have significantly increased. In addition to providing assistance to the Director of Children and Family Services, this position is responsible for overseeing the Office of Board/Commission Relations and the Office of Public Affairs, coordinating media relations, responding to public inquiries, performing the department's ombudsman duties, handling all special events, and completing special projects on an as-needed basis. In recognition of these increased responsibilities, upward reclassification is recommended to the new position of Executive Assistant, Children and Family Services (UC).

## DEPARTMENT OF CHILDREN AND FAMILY SERVICES (cont'd)

The subject clerical and secretarial positions were formerly part of the Department of Public Social Services (DPSS), and were transferred to the Department of Children and Family Services (DCFS) when the department separated from DPSS several years ago. The department recently initiated a departmentwide study of these positions to realign the secretarial positions in accordance with the level of supervisor served. The downward reclassifications represent a joint recommendation with the department and the Chief Administrative Office to recognize the differences in departmental size (DPSS with approximately 15,000 budgeted positions versus DCFS with approximately 7,000 budgeted positions) and scope of responsibilities assigned.

## DISTRICT ATTORNEY'S OFFICE

| Number of Positions | Present Classification and Salary                          | Classification Findings and Salary                        |
|---------------------|--|---|
| 2                   | Deputy District Attorney III<br>NW 106J<br>Non-Represented | Deputy District Attorney IV<br>NX 110L<br>Non-Represented |
| 1                   | Graphic Artist<br>75E<br>Represented                       | Graphic Arts Specialist<br>77E<br>Represented             |

The subject Deputy District III positions are assigned to the Bureau of Specialized Prosecution, Hardcore Gang Division, Central Hardcore where they are responsible for prosecuting the most difficult and complex cases presented by the gang and homicide units of the City of Los Angeles Police Department and the County of Los Angeles Sheriff's Department. The duties and responsibilities assigned to these positions meet the allocation criteria for the Deputy District Attorney IV, a class responsible for prosecuting the most difficult and complex felony, juvenile, appellate, civil, or other types of cases requiring a high degree of initiative, skill, and specialized legal knowledge. Therefore, we are recommending upward reclassifications to Deputy District Attorney IV.

The subject Graphic Artist position is assigned to the Graphics Unit of the Crime Prevention and Youth Services Bureau where it is responsible for creating visual materials such as crime scene diagrams, map-based visuals, anatomical diagrams, charts, and PowerPoint presentations for use by attorneys in the courtroom and jury presentations; exercising judgment and initiative to develop clear and persuasive visual aids which incorporate complex factors of a case; developing designs and layouts of public information materials such as pamphlets, brochures, posters, and flyers; and creating graphic materials for the department's internal use for occasions such as press conferences, meetings, and special events. According to the classification standards, the Graphic Arts Specialist performs specialized graphic artist duties in support of County departments headed by an elected official. Since the position meets this allocation criteria, we are recommending upward reclassification to Graphic Arts Specialist.

## DEPARTMENT OF HEALTH SERVICES – NORTHEAST CLUSTER

| Number of Positions | Present Classification and Salary                         | Classification Findings and Salary  |
|---------------------|---|---|
| 1                   | Nursing Director, Education<br>N23 R12<br>Non-Represented | Administrator, College of Nursing and Allied Health (new class)<br>N23 R14<br>Non-Represented |

The subject position will function as the administrative and academic head of the Los Angeles County College of Nursing and Allied Health. The scope of work and responsibility for this position has increased since its original allocation and it now provides oversight and direction for three major areas including the School of Nursing, Education and Consulting Services, and Allied Health. In recognition of these expanded responsibilities and the proposed expansion of the Allied Health component of the College to include multiple accredited medical programs in areas such as Radiation Technology, Magnetic Resonance Imaging, Central Services Technology, and Diagnostic Services, we recommend that a new class of Administrator, College of Nursing and Allied Health, be established and that this position be reclassified upward to this new class.

## DEPARTMENT OF PUBLIC HEALTH – CHILDREN'S MEDICAL SERVICES

| Number of Positions | Present Classification and Salary    | Classification Findings and Salary     |
|---------------------|--------------------------------------|--|
| 1                   | Secretary I<br>NV 65F<br>Represented | Secretary III<br>NV 69F<br>Represented |

The subject position is assigned to the California Children's Services (CCS) Medical Therapy Administration, and reports to the Therapy Services Chief, Children's Medical Services. It provides families and other entities with information regarding claims status and provider referrals, and performs other routine secretarial support duties such as maintenance of the supervisor's calendar, meeting scheduling, telephone coverage, timekeeping, and procurement of office supplies. The subject position also serves as the intermediary between a large medical therapy staff of 265 employees located at 32 sites, and must exercise a working knowledge of the Medical Therapy Program, CCS policies and procedures, and the relationships between 85 school districts and 16 Special Education Local Plan Agencies. The responsibilities assigned, which include performing duties in a highly responsible and complex secretarial capacity, are fully consistent with those assigned to positions allocated at the level of Secretary III. Therefore, upward reclassification to Secretary III is recommended.

## DEPARTMENT OF PUBLIC HEALTH – PUBLIC HEALTH SERVICES

| Number of Positions | Present Classification and Salary                   | Classification Findings and Salary                  |
|---------------------|---|---|
| 1                   | Physician Specialist, M.D.<br>N19 P4<br>Represented | Senior Physician, M.D.<br>N19 M6<br>Non-Represented |

The subject position is assigned to the Sexually Transmitted Disease (STD) Program where it reports to a Chief Physician I, M.D. and serves as the program's Medical Director. In this capacity, the incumbent provides direct technical and administrative supervision over the Nursing and Clinical Care Unit comprised of Physician Specialists, M.D., a Nurse Manager, and a Public Health Nurse. The position is also responsible for directing the preparation and negotiation of grants for epidemiological research, serving as an STD technical expert and consultant for other Public Health programs and Service Planning Areas, formulating and communicating STD-related policies and procedures for County STD clinics, and conducting monthly continuing medical education courses for physicians and nurses. These responsibilities are fully consistent with the Senior Physician classification standards in which the position has full technical and supervisory responsibility for a small program or a unit within a larger program, and has administrative responsibilities including execution of policies with responsibility of in-service training programs. Therefore, upward reclassification to Senior Physician, M.D. is recommended.

## DEPARTMENT OF PUBLIC SOCIAL SERVICES

| Number of Positions | Present Classification and Salary                  | Classification Findings and Salary    |
|---------------------|--|---------------------------------------|
| 1                   | Intermediate Typist-Clerk<br>NV 60H<br>Represented | Secretary II<br>NV 67F<br>Represented |

The subject position is assigned to the Specialized Supportive Services Section and provides secretarial support services to a Human Services Administrator II which functions as a unit supervisor. Based upon our review, the position meets the allocation standards for the Secretary II class which is responsible for providing secretarial assistance to the head of a minor section in the Department of Public Social Services. As such, an upward reclassification to Secretary II is recommended.

## DEPARTMENT OF REGIONAL PLANNING

| Number of Positions | Present Classification and Salary  | Classification Findings and Salary  |
|---------------------|--|---|
| 4                   | Case and Hearing Coordinator,<br>Regional Planning<br>N2 103H<br>Non-Represented | Assistant Administrator, Regional<br>Planning<br>N2 103H<br>Non-Represented |

These positions are responsible for planning, directing, and supervising, through subordinate supervisors, the activities of a major organizational area such as general planning, zone administration, or administrative, budget, and fiscal services. In addition, these positions conduct formal hearings on development cases. Since the primary duties and responsibilities of these positions are supervisory and administrative in nature, they are more appropriately classified as Assistant Administrator, Regional Planning. Furthermore, once the Case and Hearing Coordinator, Regional Planning class is vacated, it will be deleted from the Classification Plan.

## SHERIFF'S DEPARTMENT

| Number of Positions | Present Classification and Salary                     | Classification Findings and Salary                                    |
|---------------------|---|---|
| 1                   | Electrician Supervisor<br>F \$6,077.11<br>Represented | Supervising Digital Systems Technician<br>F \$6,016.35<br>Represented |
| 2                   | Information Systems Analyst II<br>87L<br>Represented  | Information Technology Specialist I<br>105F<br>Non-Represented        |
| 3                   | Information Systems Analyst II<br>87L<br>Represented  | Information Systems Manager I<br>105F<br>Non-Represented              |

The subject Electrician Supervisor position is assigned to the North County Correctional Facility and reports to a Manager I, Facilities Operations and Crafts where it provides administrative and technical supervision to 16 Digital Systems Technicians assigned to maintain, install, repair, update, and test security systems and fire/life-safety systems in custodial facilities. The duties and responsibilities are more consistent with the Supervising Digital Systems Technician class concept in which the position supervises the work of a section engaged in the installation, testing, maintenance, modification, and repair of digital communication systems and equipment. Therefore, downward reclassification is recommended.



## **SHERIFF'S DEPARTMENT (cont'd)**

The subject Information Systems Analyst II positions are responsible for managing critical programs and systems within the Sheriff's department, including major application development projects such as the Jail Health Information System and the Los Angeles Regional Terrorism Information System, and managing the Sheriff's Contact Center, Data Network, and Data Administration Sections. The scope and level of responsibilities assigned to these positions are consistent with the class concepts of the higher level recommended classifications. Therefore, upward reclassification is recommended.